

**Contractor Authorization for Using Internet Extra Work Bill System**

2/4/03

**Project**

Caltrans Contract	Contractor Project #	RE NAME
-------------------	----------------------	---------

**Company Name** (exactly as listed in incorporation or fictitious name)

--

**Area or Branch**

--

**Project Correspondence**

Address	Phone	FAX

**Internet Method**

--

Enter either:

**FTP** - File Transfer Protocol, for contractors who have an electronic billing system in which reports can be sent to Caltrans via the server. Caltrans will provide a file specification/format and a secure directory; **or**

**DE** - Data Entry, for contractors who only wish to enter bills over the Internet on a screen similar to the paper-based format.

**Contractor Authorized Personnel**

The following personnel are authorized to create or send Daily Extra Work Reports via the Internet on the above project. By completing this form, Contractor agrees to use only the Internet to send daily extra work reports to Caltrans, and that Contractor understands that the following personnel must have received associated training. The Prime Contractor may request that a Subcontractor's personnel be given the role of create only (EWB Entry) and be authorized to enter reports on behalf of the Prime Contractor, but only a Prime Contractor's representative may be assigned create and send (Contractor) role. Note: An account, user identification assigned by the Department, and password used by the below-listed personnel are deemed to meet the signature requirement in Section 9-1.03C of the Standard Specifications: "Daily extra work reports shall be signed by the Contractor or the Contractor's authorized representative."

**Contractor Authorization for Using Internet Extra Work Bill System**

2/4/03

<b>Name/Title</b>	<b>Role</b>	<b>Telephone/ Cell Phone</b>	<b>E-Mail Address</b>

**ROLE ASSIGNMENTS**

The following role assignments are possible in the iEWB System for Contractor or Subcontractor personnel:

<b>ROLE</b>	<b>ACTIONS ALLOWED</b>
Contractor	Create, Save, Print, View, Send and Revise EWBs
EWB Entry	Create, Save, Print, View and Revise <b>USER's</b> EWBs (Can only View and Revise EWBs; <b>cannot send</b> EWB for Review/Approval)
Staff	Read only (Print and View)

Signed

---

Authorized Contractor Representative per Standard Specifications

---

Title

---

Date

cc: District/Region EWB Administrator  
Resident Engineer